



Water Division ePermitting System

Storm Water Permit Applications

Notice of Intent (NOI) for New Land Disturbing Construction and Renewal Construction

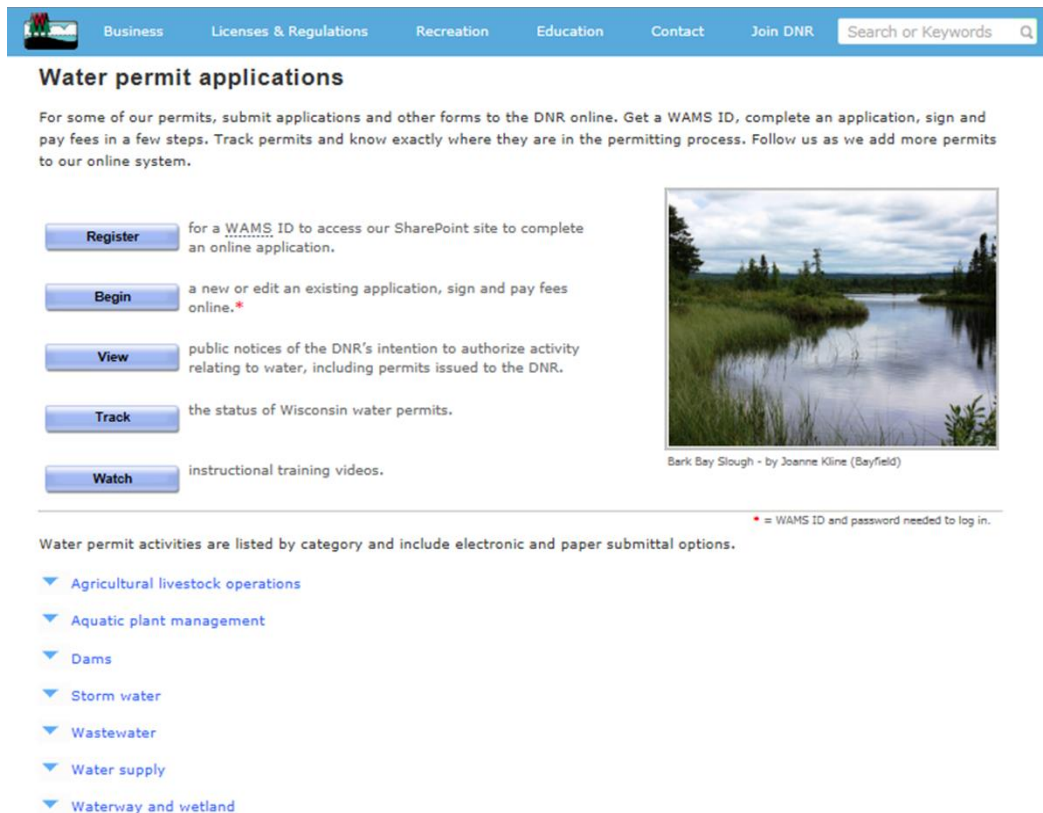
Below are the steps to complete and submit a construction site storm water permit application using the ePermitting System. More details, including screen shots are included starting on page 2.

Need Assistance?	Please use the ASK FOR HELP link for user support & someone will contact you.
Website Information	<ul style="list-style-type: none"> Go to the Water Portal Web Page, either type in “Water Permits” in the search bar on the DNR home page, or go to dnr.wi.gov/permits/water.
WAMS ID & Logging in to the ePermitting System	<ul style="list-style-type: none"> Choose Register for a WAMS ID, unless you already have a WAMS ID. Return to the Water Portal webpage; choose Begin to log into the ePermitting system. Login using your WAMS ID and password. You will be redirected to the “My Permit Applications” webpage. Here you can either start a new permit application or editing an existing application. <ul style="list-style-type: none"> Start new application: choose Storm Water from the list of Permit Categories along the left and move on to the Permit Application Section. Resume editing an existing application: choose the project name under either Draft Permit Applications or Signature Confirmation Needed.
Permit Application	<ul style="list-style-type: none"> Select the appropriate permit activity* to start a new permit application. <i>* Currently only New Land Disturbing Construction Activity Notice of Intent (NOI) and Renewal Construction NOIs are accepted online.</i> Enter a project or site name, using the more unique portion first. Using the Application, Attachments, Payment, and Sign & Submit buttons, navigate through the application process, which appear just above the Project Name box. Once the Application and required Attachments are completed, select the Payment.
Payment Completion	<ul style="list-style-type: none"> Choose Complete Payment at US Bank button. Payment is done through US Bank and we accept credit card, e-check or debit card. When payment has been submitted to US Bank, US Bank will email a confirmation code to the email address provided in your payment information. Copy the confirmation code provided in the email from US Bank, and paste it into the area on the Payment screen. If project is fee exempt, choose Fee Exempt Project button. <i>Please be aware that there are limited situations where an applicant is fee exempt (see 10 below).</i>
Sign and Submit the Application <i>(Must be done by landowner or a Delegated Signature Authority form must be submitted.)</i>	<ul style="list-style-type: none"> Choose the Sign and Submit button. Choose who will be electronically signing application. Read the Terms and Conditions and select the check box next to the signature area. - This will fill in a digital signature using your WAMS ID information. Choose the Initiate Signature Process button to submit the permit application to DNR. Receive a second email with a onetime password. Choose the Click to finalize signature link. Sign Document and select Confirm Signature to submit the application to DNR; or to cancel signature, Close the window.
After Submitting the Application	A confirmation email is sent to the email address associated with the WAMS ID, acknowledging the application has successfully been submitted to the DNR. After the Intake review, you may track the status of permit applications at: permits.dnr.wi.gov/water/SitePages/Permit%20Search.aspx

Steps with Descriptions and Screen Image Examples

- Below are links to the Water Portal Page, program webpages and how to start ePermits for the Water Division programs.
 - To get to the Water Permit Water Portal Page either:
 - Go to dnr.wi.gov and type in "Water Permit" into the search bar
 - Go to dnr.wi.gov/permits/water/

At this page you can: **REGISTER** for a WAMS ID, **BEGIN** a new or edit an existing application, **VIEW** public notices of the DNR's intention to authorize activity relating to water, including permits issued to the DNR, **TRACK** the status of Wisconsin's water permits, and **WATCH** instructional training videos.



Towards the bottom of the webpage there are tabs with links for the different permitting programs that can be used to navigate to the program webpages to learn more about the requirements for the various permit programs.

- A WAMS ID is required for applying for permits using the ePermitting System, but it is not required to view Public Notices, or Track the status of water permits. The WAMS ID is a secure login for all State of Wisconsin programs. Choose **REGISTER** to get a WAMS ID. Navigate back to the Water Portal Page to start a new permit application or work on an existing one.
- Choose **BEGIN** to log into the ePermitting system so that you can either start a new permit application or resume editing an existing one.

4. Login using your WAMS ID by clicking the **Public Access (WAMS ID Required) – Apply for WDNR Water Permit Applications** and filling in your WAMS ID and password.

Public Access Login - WAMS ID Required

User name

Password

☐ Remember me next time.

Log In

[How do I create a WAMS ID?](#)
[How do I activate my WAMS ID?](#)
[How do I change my WAMS password, email address or secret question/answer?](#)
[I forgot my WAMS ID or password](#)

5. Then you will be redirected to the **My Permit Applications** webpage. Here you can either start a new application or continue editing an existing application.
 - a. To start new application: choose **Storm Water** from the list of Permit Categories along the left and move on to Step 6.
 - b. The existing permit applications will be listed under 3 categories. These categories are: **Step 1: Draft Permit Applications**, **Step 2: Signature Confirmation Needed**, and **Permit Applications Submitted to the DNR**.
 - c. To open an existing permit application and resume editing it, click the link under the Project Name heading under either **Step 1: Draft Permit Applications** or **Step 2: Signature Confirmation Needed**.
 - d. **Permit Applications Submitted to the DNR** is where applications that have been successfully submitted to DNR will appear.

Welcome to the Wisconsin DNR Water Permits Site!

- Select a permit category from the left side menu.
- Save permit application drafts for editing. Items not modified within 90 days are automatically deleted.
- Receive acknowledgement of receipt when successfully submitted to the DNR.
- Track the status of a permit by selecting Submitted Applications from the left side menu.

Large format documents: If you plan to submit an application in hard copy with documents that are larger than 11x17, please also submit a copy of the document in electronic format on digital media, such as a CD.

My Permit Applications

Step 1: Draft Permit Applications

ACTION REQUIRED: Review, edit and/or share draft permit for signature. [Instructions for a landowner and authorized representative to share a draft permit?](#)

Project Name	Applicant Full Name	Reference Number	Share Application*	Modified
Test		PG0119-Test	Assign Role	June 13
Test		PG2744-Test	Assign Role	April 18
Test		PG3332-Test	Assign Role	May 24
Test		PG3539-Test	Assign Role	June 1
Test		PG0717-Test	Assign Role	June 1
Test		PG1255-Test	Assign Role	April 13
Test		PG2205-Test	Assign Role	April 4
Test		PG0568-Test	Assign Role	April 20
Test		SG0500-Test	Assign Role	April 14

Step 2: Signature Confirmation Needed

ACTION REQUIRED: Check WAMS email account for email instructions to complete this process. *NOTE: If no email was received, see [Instructions for responding the signature confirmation email?](#)*

Project Name	Applicant Full Name	Reference Number	Date	Confirmation
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There are no documents in this view.

Permit Applications Submitted to the DNR

NOTE: Agents will see all signed applications they shared

Project Name	Applicant Full Name	Reference Number	Signed By
Center Street Reconstruction	Cameron Clapper	SW-GP-SE-2015-65-X11-05T08-28-04	alex.toman@strand.com
2015 UCC Chemical Aquatic Plant Control Permit	Jack Tripp	AP-3P-WC-2015-12-X01-30T10-05-54	Kelsey.Brown@wisconsin.gov

6. Select the appropriate permit application* to begin.

**Currently only New Land Disturbing Construction Activity Notice of Intent (NOI) and Renewal Construction NOIs are accepted online.*

- a. Choose *Storm Water Notice of Intent (NOI)* new land disturbing construction activity for a **new permit**. Enter a project name, using the more unique portion towards the beginning.

General Storm Water Permit Application

General Information

Applications are completed in a series of steps, identified by the tabs below (e.g. Application, Attachments, etc.) Click on a tab, follow the instructions and complete the following steps:
Complete all sections, **Save** your work, **Move** between tabs, **Pay** online by credit card or e-check. (You must use this system to pay all application fees). **Include** your digital signature, **Submit** the Application to the DNR.

ApplicationAttachmentsPaymentSign & Submit

Basic Permit Info

NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. If there are no updates in 90 days, your draft is deleted.

Project Name

Sample

You must enter a project name and select an activity to begin an application.

☒ Storm Water Notice of Intent (NOI) - New land disturbing construction activity
☐ Storm Water NOI - Renewal Construction

Checklist Items

The information included in this checklist is necessary for a complete application. A complete submittal with detailed drawings will help us make a decision about your permit application. Any applicable statutory review times do not begin until the application is received by the Department and is determined to be complete.

To help us make a decision in the shortest amount of time possible, the following information must be submitted:

New Land Disturbing Construction Activity

- Review related web site and instructions for [Storm Water - Notice of Intent](#) [Exit Form]
- Review guidance for [soil loss or sediment discharge](#) calculations
- Complete all required forms and upload required attachments
- Pay fee online
- Sign and Submit form

b. Choose *Storm Water NOI – Renewal Construction* for a **permit renewal**. Construction storm water permit coverage terminates 3 years after coverage commences. If construction is not completed and site stabilized, a renewal application is needed. Enter Facility ID Number (FIN), and select the Validate button. The project name and estimated disturbed area will appear from original NOI submitted.

General Storm Water Permit Application

General Information

Applications are completed in a series of steps, identified by the tabs below (e.g. Application, Attachments, etc.) Click on a tab, follow the instructions and complete the following steps:
Complete all sections, **Save** your work, **Move** between tabs, **Pay** online by credit card or e-check. (You must use this system to pay all application fees). **Include** your digital signature, **Submit** the Application to the DNR.

ApplicationAttachmentsPaymentSign & Submit

Basic Permit Info

NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. If there are no updates in 90 days, your draft is deleted.

Project Name

Sample

You must enter a project name and select an activity to begin an application.

☐ Storm Water Notice of Intent (NOI) - New land disturbing construction activity
☒ Storm Water NOI - Renewal Construction

If you do not know your Facility Identification Number (FIN), you may look it up here: <http://dnr.wi.gov/topic/Stormwater/data/Construction/>

Enter your Facility ID number (FIN) here:

Enter the Total Estimated Disturbed Area (Acres) from granted NOI permit:

Checklist Items

The information included in this checklist is necessary for a complete application. A complete submittal with detailed drawings will help us make a decision about your permit application. Any applicable statutory review times do not begin until the application is received by the Department and is determined to be complete.

To help us make a decision in the shortest amount of time possible, the following information must be submitted:

Renewal

- If you do not know your Facility Identification Number (FIN), you may look it up here: <http://dnr.wi.gov/topic/stormwater/construction/data.html>
- Complete all required forms and attachments
- Pay fee online
- Sign and Submit form

Updated 08/22/2016

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7. Using the **Application**, **Attachments**, and **Payment** buttons, you will be able to navigate through the application process. These buttons appear just towards the top of the text, above the Notice section.

General Storm Water Permit Application

General Information

Applications are completed in a series of steps, identified by the tabs below (e.g. Application, Attachments, etc.) Click on a tab, follow the instructions and complete the following steps:
Complete all sections, **Save** your work, **Move** between tabs, **Pay** online by credit card or e-check. (You must use this system to pay all application fees), **Include** your digital signature, **Submit** the Application to the DNR.

Application
Attachments
Payment
Sign & Submit

Basic Permit Info

Project Name

☒ Storm Water Notice of Intent (NOI) - New land disturbing construction activity
☐ Storm Water NOI - Renewal Construction

NOTE: Missing or incomplete fields are highlighted on the application and at the bottom of each page. Once all required fields are completed you may navigate away from that page.

You must enter a project name and select an activity to begin an application.

Checklist Items

The information included in this checklist is necessary for a complete application. A complete submittal with detailed drawings will help us make a decision about your permit application. Any applicable statutory review times do not begin until the application is received by the Department and is determined to be complete.

8. Once the **Application** and required **Attachments** are completed, select the **Payment** option.
 - a. You can navigate between the **Application** and **Attachments** pages as much as needed to in order to complete your application.
 - b. Required fields are indicated with a **red** asterisk.
 - c. Missing items will be indicated towards the bottom of the **Application** page.
 - d. Click the **Press to Refresh Missing Fields** button located towards the bottom of the page to refresh the page and check for any other missing items.
 - e. When there are no missing items on either the **Application** or **Attachments** pages you will be able to navigate to the **Payment** page.
9. The Initial Payment screen will show the Total Due for the permit application. Select **Pay Online** to generate the second payment screen, showing an invoice number (see 11 below).
 - a. Initial Payment Screen

Payment Form

[Home](#)

<u>Disturbed Area</u>	<u>Acres of Land Disturbance</u>	<u>Application Fee</u>
	At least one but less than five.....	\$ 140
	Five or more and less than 25.....	\$ 235
	25 or greater.....	\$ 350
Total Due: \$140		

You can not continue to the signature page until you pay for your application.

Do not click the Pay Online button if you do not intend to pay via this web site. This step contacts the Wisconsin Department of Natural Resources and generates an invoice number for tracking purposes. You will not be able to mark this permit as fee exempt once you begin the payment process.

Pay Online

Fee Exempt Project

Agent: Submit payment and then "Save" this application prior to closing it or notifying the applicant for a signature.

Applicant: If you do not intend to sign and submit this application now, press the "Save" icon in the top menu prior to closing the application. If you close the application with out saving, your payment status updates may not be retained

10. If the project is fee exempt, select **Fee Exempt Project** on the Initial Payment screen. Please be aware that there are limited situations where an applicant is fee exempt. Applicants claiming a fee exemption that does not apply will have their application rejected. These are the only two situations where a fee exemption applies:

- **DNR Projects** – Projects where the DNR itself is the applicant and will be the permittee. Other state agencies, federal agencies, local governments, DNR grant funded projects, and partnership projects with other organizations (where DNR is not the applicant/permittee) are **NOT** fee exempt.
- **Office of Energy Projects** – Certain utility companies provide ongoing funding to the DNR's Office of Energy to support the administration of the regulatory programs specifically for their projects. The utility companies that provided ongoing funding do not also pay the application fee. The fee exemption for this situation only applies to these specific utility companies. Utility companies that do not provided the ongoing funding are **NOT** fee exempt.

If the project is fee exempt, after selecting **Fee Exempt Project** on the Initial Payment screen, fill out the exemption information on the Fee Exempt Project Information screen. A description of the justification for the fee exemption must be included and the certification box checked. After saving, applications for fee exempt projects will skip to the Sign and Submit Permit screen under 14 below.

Save

Do not close your work until you **SAVE**. Close

Fee Exempt Project Information

Payment Screen Sign & Submit

Please describe the project that qualifies for the payment exemption:

☐ I certify that this project qualifies as exempt from permit application fees.

Please enter the contact information in case additional information is required:

Name:

Contact Type:

Phone Number (Include Area Code)

Contact Email:

11. Choose **Complete Payment at US Bank** button. Payment is done through US Bank and will accept credit cards, debit cards or e-checks.



State of Wisconsin

e-Payment Services

Make a Payment

My Payment - DNR - Water Division Permits

DNR - Water Div Volume Permits

Amount Due \$733.00

Invoice Number WP-00000491

Reference Number WP-00000491

Payment Information

Frequency One Time

Payment Amount \$733.00

Payment Date Pay now

Contact Information

First Name

Last Name

Company (Optional)

Address 1

Address 2 (Optional)

City/Town

State/Province/Region

Zip/Postal Code

Country

Phone Number

Email Address

[Become a Registered User](#)

Payment Method

Payment Method

Select
Checking or Savings
Credit/Debit Card

Card Number



Expiration Date Month Year

Card Security Code

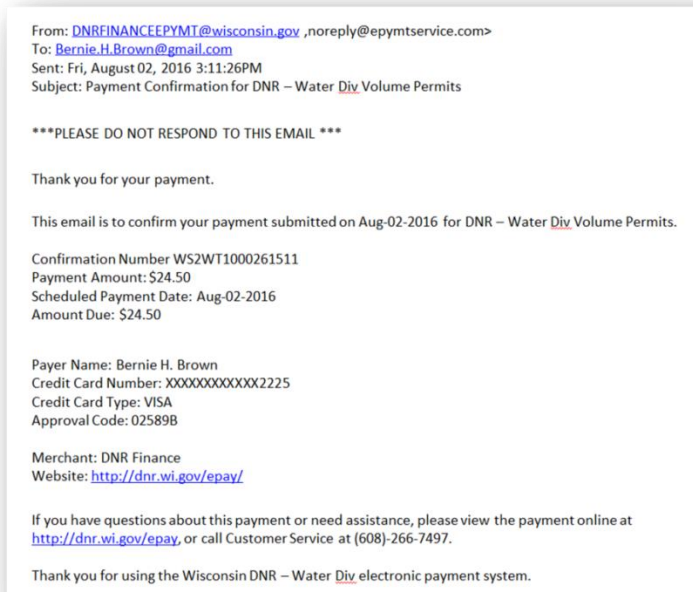
Card Billing Address ☒ Use my contact information address

☐ Use a different address

A convenience fee will be charged for this transaction. This fee amount will display on the next page where you will be able to cancel or confirm your payment.

[Continue](#)

[Cancel](#)



- a. When payment is finished an email transaction summary with a confirmation code will be sent the email associated with the US Bank payment.

12. Copy the confirmation code and paste it into the area on the **Payment** screen.

Payment Confirmation

(You must save or sign this form prior to closing it or you will lose payment history)

Wisconsin Department of Natural Resources Invoice Number:

Total Due:

Important:

- Closing this page without saving will cause the loss of your payment history.
- A 2.5% convenience fee is added for credit card payments.
- Follow all three steps below and sign and submit your permit.

STEP 1 Completed Payment

STEP 2 Enter Confirmation Number

Upon completing payment in STEP 1, you will receive an email confirmation from DNRFINANCEEPMNT with a DNR-Water Div Volume Permits subject line. Enter 15 digit transaction number into the box above.

STEP 3

Failure of US Bank to collect and transfer funds from the permit applicant to the DNR, does not release the applicant of financial responsibility and the DNR reserves the right to collect unpaid fees.

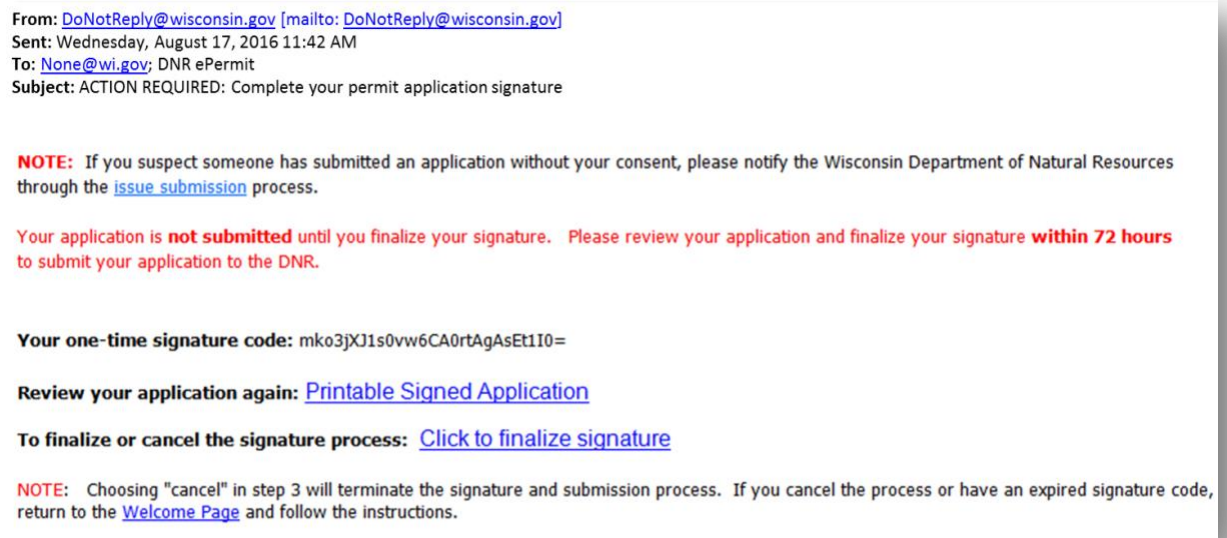
All payments are collected by US Bank which is an external website contracted by the Wisconsin Department of Natural Resources for the sole purpose of collecting payments over the web.

13. Choose the **Sign and Submit** button.

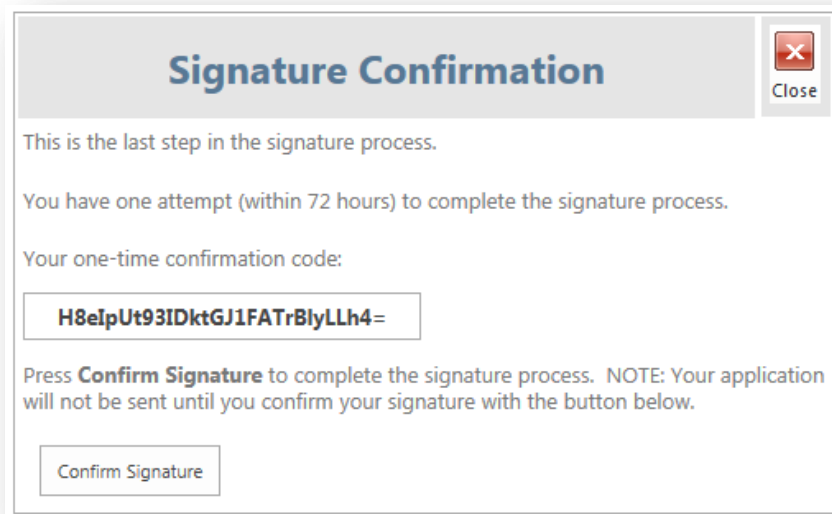
16. Choose the **Initiate Signature Process** button.

Deactivated unless landowner is selected or 3500-121 is selected and uploaded.

17. Receive an email with a onetime password needed to finish submitting the application to DNR
 - a. Here you will be able to print or save a copy of the finished application if desired.



18. Choose **Click to finalize signature** link in the email.
19. This will bring you back to your application where you will select **Confirm Signature**.
 - a. If the application was started in error select or you no longer wish to continue with the signature process choose **Close**.



20. Select **Confirm Signature** to finish the signature process and submit the application to the DNR for processing.
21. After completing the signature process, an email and/or notification will be received saying that your application has been successfully submitted to the DNR for processing and review. This does not mean that your application was approved.

You will be rerouted to the **My Permit Applications** page so that you can start a new permit application, resume editing an existing application, begin the payment and signature process for the next application, or log out of the system.


Hints, Tips and Tricks

Using the **Assign Role** feature, you also have the ability to start a permit application and then share it with someone else. This feature is commonly used between consultants to start a permit application and get the attachments added to the permit application packet, and then they will send the application to the landowner to review and complete the payment and signature areas. When shared, under **Share Application** it will show the email address of the person who currently has the application (instead of “Assign Role”). Please note that if you use this feature, the permit application may not appear under the appropriate category area as described above if shared with more than two people.

If desired you can also send the application to another person, i.e. the landowner, so that they can review it, complete the payment portion of the application and sign & submit the application to DNR. This is done through the **Assign Role** feature on the “My Permit Applications” webpage discussed under #5. The landowner needs to have a WAMS ID set up already, and you need to know the email associated with it to send the application to them. Please refer to the link titled **Steps for a landowner and agent to share a draft permit** for in depth description of how to do this.

If you are having issues please refer to the [ASK FOR HELP](#) link along the left hand side. Someone will be in contact with you to help with your issue or answer your question.

[VIEW](#) public notices of the DNR’s intention to authorize activity relating to water, including permits issued to the DNR, [TRACK](#) the status of Wisconsin’s water permits, and [WATCH](#) instructional training videos.

[Business](#)[Licenses & Regulations](#)[Recreation](#)[Education](#)[Topics](#)[Contact](#)[Join DNR](#)

Water permit applications

For some of our permits, submit applications and other forms to the DNR online. Get a WAMS ID, complete an application, sign and pay fees in a few steps. Track permits and know exactly where they are in the permitting process. Follow us as we add more permits to our online system. Applications not yet available online are linked below as a PDF.

Register

for a WAMS ID to access our SharePoint site to complete an online application.

Begin

a new or edit an existing application, sign and pay fees online.*

View


public notices of the DNR’s intention to authorize activity relating to water, including permits issued to the DNR.

Track

the status of Wisconsin water permits.

Watch

instructional training videos.



Bark Bay Slough - by Joanne Kline (Bayfield)

* = WAMS ID and password needed to log in.

Water supply	Storm water	Agricultural livestock operations	Wastewater	Aquatic plant management	Waterway and wetland
General information about the application type			Paper process	Online process	
Public water capacity development			View info		
Geothermal systems			Download (pdf)		
Underground injection wells			Download (pdf)		
Water use permits			View info		
Water withdrawal (>100,000 GPD or >70 GPM)			View info		
Well construction notification			Download (pdf)		